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eDocs User Guide

Introduction

The eTrade Document Exchange (eTDE) System supports the trade of agricultural commodities domestically and internationally. The eTDE System is designed to be a web-based Content Management System (CMS). The eTDE system currently supports the trade of US agricultural products by providing end-users with the capability to organize, control, and share electronic documents and data, that otherwise might only be distributed using hard-copy materials and/or impractical electronic processing.

eDocs is an application system for the creation of lots and certificate documents that flows directly into eTDE. Through the eDocs website, registered users will have the ability to create electronic documents from scratch, by copying data from an old certificate or through document templates.

eDocs Log In

eTDE registration is required for eDocs use. You must first be a registered user with the eAuthentication service before you can access eDocs. Navigate to: <http://www.eauth.egov.usda.gov> and apply for Level One registration if your company is outside the United States. If your company is within the United States, follow instructions to register for a Level Two account.

Once you have a user ID and password for eTDE, navigate to the eDocs website (www.etde.usda.gov/edocs) and input your User ID and password on the welcome screen (Figure 1).

Welcome to the Electronic Document Creation System (eDocs)!

The eDocs system generates certificate requests to US government agencies for the creation of government-issued trade documents disseminated through the USDA electronic Trade Document Exchange (eTDE) system.

In order to access eDocs, you must first be registered with USDA. If you are interested in registering or have questions about eDOCS, please contact: eTDEAdmin@usda.gov or please go to <http://www.eauth.egov.usda.gov>

Registered users can click here to login to eDocs: [Login to eDocs](#)

Version: 2.1.9 Dated 3/23/2018

eAuth Log In


User ID:






Password:

☐ Remember me next time.

Log In

Figure 1: eDocs Login Screen


United States Department of Agriculture

[Home](#)
[Find Lots](#)
[New Lot](#)
[Find Certificates](#)
[New Certificate](#)
[Reports](#)
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eDocs > Find Lots
Commodity: **Seed**

Livestock and Seed Program Seed Regulatory and Testing Division

Search criteria to find lots:

State:

Lot number:

Seed Company:

Species:

Variety:


Close Date Range: From: To:

Lot Reference Number	Species	Pounds Tagged	Tags Issued	Close Date	Certificates	InActivate
USA-ID-20-9999	Arrhenatherum elatius	9988.00 Lbs	10	03/31/2018	View Add	InActivate
usa-ID-12-9999	Agropyron cristatum	0 Lbs	0	03/30/2018	View Add	InActivate
USA-ID-17-149	Phleum pratense	9910.00 Lbs	199	03/30/2018	View Add	InActivate
USA-UD-12-235	Agrostis gigantea	1000.00 Lbs	10	03/30/2018	View Add	InActivate
USA-UD-12-123	Agropyron cristatum	0 Lbs	0	03/30/2018	View Add	InActivate
USA-MN-98765	Aeschnomene americana	1200.00 Lbs	30	03/17/2018	View Add	InActivate

Figure 2: Home Page

Find a Single Lot or Multiple lots

1. On the Home page/Find lots page, In the search criteria to find lots
2. Select/Enter any/all fields.
3. Click on “Search” button.
4. List of Lots will be displayed in the grid below.
5. For a new search, Click on “Reset”.
6. Repeat steps 1, 2, 3 and 4.

 Click on the column names in the lots grid to sort in alphabetical order, ascending and descending orders.

USDA United States Department of Agriculture

Home Find Lots New Lot Find Certificates New Certificate Reports Help OECD Seed Schemes - Stephen Malone Logout

eDocs > Find Lots Commodity: **Seed**

Livestock and Seed Program Seed Regulatory and Testing Division

Search criteria to find lots:

State:

Lot number:

Seed Company:

Species:

Variety:

Close Date Range: From: To:

Search **Reset**

Create New Lot

Lot Reference Number	Species	Pounds Tagged	Tags Issued	Close Date	Certificates	InActivate
USA-ID-20-9999	Arrhenatherum elatius	9988.00 Lbs	10	03/31/2018	View Add	InActivate
usa-ID-12-9999	Agropyron cristatum	0 Lbs	0	03/30/2018	View Add	InActivate
USA-ID-17-149	Phleum pratense	9910.00 Lbs	199	03/30/2018	View Add	InActivate
USA-UD-12-235	Agrostis gigantea	1000.00 Lbs	10	03/30/2018	View Add	InActivate
USA-UD-12-123	Agropyron cristatum	0 Lbs	0	03/30/2018	View Add	InActivate
USA-MN-98765	Aeschnomene americana	1200.00 Lbs	30	03/17/2018	View Add	InActivate

Figure 3: Find Lots Page

Create a New Lot

1. On the Home page/Find lots page.
2. Click on "Create New Lot" button, New Lot page will be opened.
3. Select/Enter any/all fields.
4. All the asterisk (*) marked fields are mandatory to be filled.
5. Click on "Submit" button.

Create Multiple Lots

1. On the Home page/Find lots page.
2. Click on "Create New Lot" button, New Lot page will be opened.
3. Select/Enter any/all fields.
4. All the asterisk (*) marked fields are mandatory to be filled.
5. Click on "Submit & Start New Lot" button.

6. Lot will be submitted and user will remain on the New Lot page.

7. Repeat steps 3, 4 and 5 to add Multiple Lots.

+ “Clear” button clears all the fields or deletes all the data in the fields.

+ “Home” button will take user back to the Find Lots page.

Figure 4: Lot Enrollment Form

Inactivate a Lot

1. On Find Lots page,
2. Select/Enter any/all fields.
3. Click on “Search” button.
4. List of Lots will be displayed in the grid below.
5. Browse the lot to be inactivated, Click on “Inactivate” in the last column on the lots grid.
6. Pop-up “Are you sure you want to delete or inactivate this lot?”
7. Click on “Ok”.
8. Lot will be inactivated.

Find a Single Certificate or Multiple Certificates

1. On the Find Certificates page, in the search criteria to find certificates






2. Select/Enter any/all fields.
3. Click on “Search” button.
4. List of Certificates will be displayed in the grid below.
5. For a new search, Click on “Reset”.
6. Repeat steps 2, 3 and 4.

- Click on the column names in the certificates grid to sort in alphabetical order, ascending and descending orders.

eDocs > Find Certificates Commodity: **Seed** ▼

Livestock and Seed Program Seed Regulatory and Testing Division

Search criteria to find certificates:

State: All ▼
Certificate number: 
Lot number: 
Seed Company: 
Species: 
Variety: 
Seed Type: Any ▼
Print Date Range: **From:** **To:**
Search
Reset
Bulk Print

Select	<u>Certificate Number</u>	<u>lot number</u>	<u>Seed Company</u>	<u>Species</u>	<u>Variety</u>	<u>Pounds Shipped</u>	<u>Containers</u>	<u>Seed Type</u>	<u>Print Date</u>	<u>InActivate</u>
<input type="checkbox"/> select	MN2018-000001	USA-MN-98765	Test Sunny Seed	Aeschnomene americana	Wheat	800.00 Lbs	30	Certified Nth Generation	03/28/2018	InActivate
<input type="checkbox"/> select	GA123456	USA-MN-111111	Test Seed Co	Avena nuda	Wheat	5000.00 Lbs	5	Basic	03/09/2018	InActivate
<input type="checkbox"/> select	GA2018-123456	USA-MN-111111	Test Seed Co	Avena nuda	Wheat	1000.00 Lbs	1	Certified Nth Generation	03/09/2018	InActivate



Figure 5: Find Certificates page

Create a New Certificate

1. On Home page/Find lots page, find the lot user wants to create a certificate for.
2. Go to the certificates column in the certificates grid and click on Add link associated to a particular lot.
3. Certificate Submission Form will be opened.
4. Select/Enter any/all fields.
5. All the asterisk (*) marked fields are mandatory to be filled.

6. Click on “Submit & View Summary” button.
7. Message saying that “Certificate is submitted successfully” is shown on the certificate submission form, and the certificate is shown for review.

Create Multiple Certificates

1. On Home page/Find lots page, find the lot user wants to create a certificate for.
 2. Go to the certificates column in the certificates grid and click on Add link associated to a particular lot.
 3. Certificate Submission Form will be opened.
 4. Select/Enter any/all fields.
 5. All the asterisk (*) marked fields are mandatory to be filled.
 6. Click on “Submit & Start New Certificate” button.
 7. Message saying that “Certificate is submitted successfully” is shown on the certificate submission form, and the certificate is cleared to enter data for new certificate for the same lot.
 8. Repeat steps 3, 4, 5 and 6 to add Multiple Certificates.
-  “Clear” button clears all the fields or deletes all the data in the fields.
-  “Home” button will take user back to the Find Lots page.

Livestock and Seed Program Seed Regulatory and Testing Division

Certificate Submission Form

[< Home](#)
[Clear](#)
[Submit & Start New Certificate](#)
[Submit & View Summary >](#)
[Print PDF](#)

Cooperative Agreement Number:
12-25-A-4372

State Agency Address:
Idaho Crop Improvement Association Inc.
5920 N. Government Way, Suite 10
Dalton Gardens, ID 83185

Print Date: *
(MM/DD/YYYY)

Certificate Number: *
(XX2004-000001)

Seed Company Name: General

Species (Latin Name):
Agropyron cristatum

Variety:
Test

Lot Reference Number (USA-XX...)
USA-UD-12-123

Date of Closing (MM/YYYY):
3/30/2018

Weight of Lot in Lbs:
0

Number of Tags:
0

Weight Shipped in Lbs: *

Number of Containers Shipped: *

The seed bearing the above lot reference number has been produced in accordance with the OECD Scheme and is approved as: *

☐ Pre-Basic Seed ☐ Basic Seed ☐ Certified 1st Generation ☐ Certified Nth Generation ☐ Not Finally Certified

Parent Generation Lot Reference Numbers (If Applicable):

Generation (If Certified Nth Gen): °

Remarks:

Seed Analysis Results

Test Laboratory: °

Test Number: °

Test Date (MM/DD/YYYY): °

Pure Seed °	Inert Matter °	Other Crop °	Weed Seed °	Germination °	Dormant/Hard Seed °
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

% By Weight **Total:**

% Count

Kind of inert matter:

Other crop seed (Species):

Weed seed (Species):

Remarks:

< Home Clear Submit & Start New Certificate Submit & View Summary > Print PDF

* Always Required
◦ Conditionally Required

Figure 6: Certificate Submission Form

Update Existing Certificate

1. On the Home page/Find lots page, In the search criteria to find lots
2. Select/Enter any/all fields.
3. Click on “Search” button.
4. List of Lots will be displayed in the grid below.
5. Look for the certificate that should be updated and click on the certificate number.
6. Update Certificate number form will be opened.
7. Update the data in the fields as necessary.
8. Click on “Update”.

Print a single certificate

This can be achieved in 3 ways.

1. Finding the existing certificate and printing it
 - a. On Find certificates screen, find the certificate that needs to be printed and click on certificate number.
 - b. Update Certificate form will be opened, review the certificate, Click on Print PDF.
 - c. PDF copy of certificate will be opened.
2. Create New Certificate, Submit and Print it
 - a. On Home page/Find lots page, find the lot user wants to create a certificate for.
 - b. Go to the certificates column in the certificates grid and click on Add link associated to a particular lot.
 - c. Certificate Submission Form will be opened.
 - d. Select/Enter any/all fields.

- e. All the asterisk (*) marked fields are mandatory to be filled.
 - f. Click on “Submit & View Summary” button.
 - g. Message saying that “Certificate is submitted successfully” is shown on the certificate submission form and the certificate is shown for review.
 - h. Click on Print PDF button on this page.
 - i. PDF copy of certificate will be opened.
3. From Find Certificates page
- a. On Find certificates screen, find the certificate that needs to be printed.
 - b. Select the check box on the left side of the certificate number.
 - c. Click on Bulk Print button.
 - d. PDF copy of certificate will be opened.

Livestock and Seed Program Seed Regulatory and Testing Branch

Certificate

Cooperative Agreement Number:
12-25-A-4383

State Agency Address:
North Dakota State Seed Department
P.O. Box 5257
Fargo, ND 58105

Print Date: *
(MM/DD/YYYY) 10/18/2017

Certificate Number: *
(XX2004-000001) ND2016-000170

Seed Company Name: DUPONT PIONEER

Species (Latin Name):
Glycine max

Variety:
PR91M10

Lot Reference Number (USA-XXL):
USA-ND-16-170-0687

Date of Closing (MM/YYYY):
5/1/2017

Weight of Lot in Lbs:
42000.00

Number of Tags:
840

Weight Shipped in Lbs: *
42000.00

Number of Containers Shipped: *
840

The seed bearing the above lot reference number has been produced in accordance with the OECD Scheme and is approved as: *

☐ Pre-Basic Seed ☐ Basic Seed ☒ Certified 1st Generation ☐ Certified Nth Generation ☐ Not Finally Certified

Parent Generation Lot Reference Numbers (If Applicable):

Generation (If Certified Nth Generation): *
0

Remarks:

Seed Analysis Results

Test Laboratory: *
NORTH DAKOTA STATE SEED DEPT

Test Number: *
C38611

Test Date (MM/DD/YYYY): *
10/18/2017

Pure Seed *	Inert Matter *	Other Crop *	Weed Seed *	Germination *	Dormant/Hard Seed *
99.82	0.12	0.06	0.00	94.00	0.00

% By Weight

% Count

Kind of inert matter:

BROKEN SEED

Other crop seed (Species):

GLYCINE MAX

Weed seed (Species):

Remarks:

SCLEROTIA 0/1000 GRAMS

Figure 7: PDF Copy of the certificate

Print multiple certificates

1. On Find certificates screen, find the certificates that need to be printed.
2. Select the check boxes on left side of all the certificate numbers that are to be printed.
3. Click on Bulk Print button.
4. PDF copy of certificate will be opened with each certificate on a new page.

Variety:

Seed Type:

Print Date Range: **From:** **To:**

Select	Certificate Number	lot number	Seed Company	Species	Variety	Pounds Shipped	Containers	Seed Type	Print Date	InActivate
<input type="checkbox"/> select	GA2018-975310	USA-GA-123456	Seed Co Test	Please select a Species	Corn	3500.00 Lbs	10	Certified Nth Generation	04/05/2018	InActivate
<input type="checkbox"/> select	GA2018-111999	USA-MN-111111	Test Seed Co	Avena nuda	Wheat	1500.00 Lbs	7	Certified Nth Generation	04/04/2018	InActivate
<input type="checkbox"/> select	MN2018-000001	USA-MN-98765	Test Sunny Seed	Aeschnomene americana	Wheat	800.00 Lbs	30	Certified Nth Generation	03/28/2018	InActivate

Figure 8: Bulk Print on Find Certificates Page

View all the certificates associated to a specific lot

On the Home page/Find lots page,

1. In the search criteria to find lots, Select/Enter any/all fields.
2. Click on “Search” button.
3. List of Lots will be displayed in the grid below.
4. Select a lot that user wants to view all the certificates of.
5. Click on View link in the certificates column associated to the lot.
6. List of certificates associated to this lot number screen will be displayed.

https://www.etde.usda.gov/eDocsPreprod/OECD/ListOfCertificates.aspx?enc=ot/8khVBVxpJ4UOGtnibYaC - I...
https://www.etde.usda.gov/eDocsPreprod/OECD/ListOfCertificates.aspx?enc=ot/8khVBVxpJ4UOGtnibYaC0cYkfwau0S2pD5KMm2V/wKhpIHEhXJUQfU3R6sM

Livestock and Seed Program Seed Regulatory and Testing Division

List of certificates associated to this lot number: USA-GA-123456

Certificate number	lot number	Seed Company	Species	Variety	Pounds Shipped	containers	SeedType	Print Date
GA2018-975310	USA-GA-123456	Seed Co Test	Please select a Species	Corn	3500.00 Lbs	10	Certified Nth Generation	04/05/2018

Figure 9: View Certificates Page

OECD Reports

On the Reports tab,

1. Select/Enter any/all fields on Reports tab.
2. In order to get better and quicker results, try to enter as much as information as possible in search criteria.
3. For the reports to be exported to excel, Selecting Agency and Date Range is mandatory.
4. Click on "Search" button to get the results in the grid below.
5. Click on "Export to Excel"
6. User can either open or save the excel file to their computer for future use.
7. Below is the sample report in excel file.

1	Search Criteria								
2	Certifying Agent:	California-Frank Parson Seed							
3	Seed Company:	Certification Center							
4	Species:	Helianthus annuus							
5	Lot Reference Number:								
6	Certificate Number:								
7	Close Date Range	From: 10/1/2012 To: 4/4/2018							
8	Submission Date:								
9	Results of Weight in	Pounds							
10									
11									
12	Lot Reference Number	Species	Close Date	Tags	Weight	Certificate Number	Certificate Date	Submission Date	
13	USA-CA-17CA-516-68794-3179267	Helianthus annuus	8/10/2017	757	19593	CA2017-042198	9/28/2017	10/3/2017	
14	USA-CA-17CA-516-68794-3179804	Helianthus annuus	8/16/2017	1878	39415	CA2017-042323	9/22/2017	10/3/2017	
15	USA-CA-17CA-516-68794-3179804	Helianthus annuus	8/16/2017	306	6422	CA2017-042323	9/22/2017	10/3/2017	
16	USA-CA-17CA-548-68795-3178232	Helianthus annuus	8/9/2017	548	11731	CA2017-042324	9/22/2017	9/5/2017	
17	USA-CA-17CA-548-68795-3178232	Helianthus annuus	8/9/2017	68	1455	CA2017-042324	9/22/2017	10/3/2017	
18	USA-CA-17CA-516-68794-3185720	Helianthus annuus	9/19/2017	122	3119	CA2017-042334	9/22/2017	10/3/2017	
19	USA-CA-17CA-516-68794-3185720	Helianthus annuus	9/19/2017	160	4003	CA2017-042334	9/22/2017	10/3/2017	

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eDocs > Reports
Commodity: Seed

Livestock and Seed Program Seed Regulatory and Testing Division

Search criteria:

Certifying Agency: Please select an Agency
Seed Company:
Species:
Lot number:
Certificate number:
Close Date Range: From: To:
Submission Date:
Results of weight in:
☒ Pound
☐ Kilogram

Search
Reset
Export To Excel

Lot Reference Number	Species	Close Date	Tags	Weight	Certificate Number	Certificate Date	Submission Date
USA-MN-98765	Aeschnomene americana	03/17/2018	10	500.00 Lbs	MN2018-000001	03/28/2018	03/07/2018
USA-MN-98765	Aeschnomene americana	03/17/2018	10	400.00 Lbs	MN2018-000001	03/28/2018	03/28/2018
USA-MN-98765	Aeschnomene americana	03/17/2018	10	300.00 Lbs	MN2018-000001	03/28/2018	03/28/2018
USA-WI-987654	Aeschnomene americana	03/09/2018	5	1500.00 Lbs	WI2018-000018	03/09/2018	03/09/2018
USA-AR-18-1593	Sinapis alba	02/05/2018	50	200000.00 Lbs	AR2018-000357	02/09/2018	02/13/2018
USA-AR-18-0059	Agrostis canina	02/06/2018	10	10000.00 Lbs	AR2018-159357	02/06/2018	02/06/2018
USA-AR-18-0059	Agrostis canina	02/06/2018	10	10000.00 Lbs	TX2018-321354	02/06/2018	02/06/2018
USA-AR-18-3579	Sinapis alba	02/06/2018	10	50000.00 Lbs	AR2018-000159	02/05/2018	02/13/2018
USA-AR-17-0123	Beta vulgaris	02/05/2018	20	40000.00 Lbs	AR2018-000001	02/05/2018	02/05/2018
USA-AR-17-0123	Beta vulgaris	02/05/2018	20	40000.00 Lbs	AR2018-000023	02/05/2018	02/05/2018

1
2
3
4
5
6
7
8
9
10
...

Figure 10: OECD Reports tab